

## APPLICATION FOR ZONING RELIEF

### 1. SUBJECT PROPERTY

ADDRESS \_\_\_\_\_  
AUDITOR'S PARCEL ID(S) \_\_\_\_\_  
BASE ZONING CLASSIFICATION \_\_\_\_\_  
ZONING OVERLAY (if applicable) \_\_\_\_\_

### 2. APPLICANT

NAME \_\_\_\_\_ CONTACT PERSON (if legal entity) \_\_\_\_\_  
ADDRESS \_\_\_\_\_  
EMAIL \_\_\_\_\_  
TELEPHONE \_\_\_\_\_ RELATIONSHIP TO OWNER \_\_\_\_\_

### 3. OWNER

NAME \_\_\_\_\_ CONTACT PERSON (if legal entity) \_\_\_\_\_  
ADDRESS \_\_\_\_\_  
EMAIL \_\_\_\_\_  
TELEPHONE \_\_\_\_\_

### 4. NATURE OF RELIEF REQUESTED (select all that apply)

- ☐ Variance ☐ Use Variance ☐ Special Exception ☐ Conditional Use ☐ Use Permit  
☐ Expansion or Substitution of Nonconforming Use ☐ Hillside Overlay District Permission  
☐ Urban Design Overlay District Permission ☐ DD District Phased Development Approval

### 5. BRIEF DESCRIPTION OF RELIEF REQUESTED (You may attach a statement to this application if the space provided is insufficient)

**6. SUMMARY OF REASONS WHY RELIEF SHOULD BE GRANTED.** You must provide a written statement explaining how your project meets the standards for all relief requested. Separate instruction forms for preparing this statement are provided. If you fail to follow the instructions for requesting a variance, use variance, special exception, conditional use, use permit, certificate of appropriateness, expansion or substitution of nonconforming use, hillside overlay district permission, urban design overlay district permission, and/or DD district phased development approval, your application may be denied.

**7. SIGNATURE.** The undersigned does hereby certify that the information provided in connection with this application is, to the best of his or her knowledge, true and correct.

Print Name \_\_\_\_\_ Signature \_\_\_\_\_ Date \_\_\_\_ / \_\_\_\_ / \_\_\_\_

**8. ADDITIONAL DOCUMENTATION SUBMISSION REQUIREMENTS.** Submit three copies of the following documentation. If you fail to complete the application and provide all information requested, your application may be denied.

<input type="checkbox"/>	The written statement required in Section 6 above.
<input type="checkbox"/>	Survey plats, site plans, or other accurate drawings showing boundaries, dimensions, area, topography, and frontage of the property involved, as well as the location and dimensions of all structures existing and proposed from the nearest property lines. When landscaping is required by the zoning code, a landscaping plan must also be provided.
<input type="checkbox"/>	Plans, architectural drawings, photographs, elevations, specifications, and other detailed information depicting fully the exterior appearance of the existing and proposed construction, including parking and access, exterior lighting, landscaping, and signs involved in the application.
<input type="checkbox"/>	If the Hamilton County Auditor's official records do not list the applicant or owner as the owner of the property, a lease, contract to purchase, or other agreement demonstrating the applicant or owner's legal basis to seek the relief requested.
<input type="checkbox"/>	All other documents or information you intend to introduce at the hearing on this application.
<input type="checkbox"/>	A list of witnesses and expert witnesses who you expect to testify at the hearing on this application.
<input type="checkbox"/>	A non-refundable application fee. The fee must be paid with a check made payable to "City of Cincinnati." Fees are as follows: \$500-use variances; \$300-all other relief.

**To help avoid delays, it is strongly suggested that you present your application to neighboring property owners and any interested neighborhood community groups prior to the hearing on your application. This will give you a prior opportunity to address your neighbors' concerns or objections and can facilitate the approval of your application.**

**REMEMBER: YOU MUST PAY THE REQUIRED FEE AT THE TIME YOU SUBMIT YOUR APPLICATION. (\$500-USE VARIANCES; \$300-ALL OTHER RELIEF)**